NACOLE BOARD MEETING

**Thursday, September 14, 2017**

**Davenport Grand Hotel – Spokane, WA**

**Roll Call:**

President Brian Corr called the meeting to order at 0714 hours PDT.

Present: Cathleen Beltz, Mickey Bradley, Brian Corr, Florence Finkle, Anthony Finnell, Margo Frasier, Susan Hutson, Janna Lewis, and Karen Williams

Staff Present: Cameron McEllhiney, Liana Perez

Absent: Brian Buchner, Walter Katz

**Board Member Responsibilities and Action Items:**

a. Board Member Responsibilities:

Corr provided a brief overview of the expectations of Board members. Board members should be present for all meetings, either in person or via conference call. Additionally, there will be a mid-winter meeting, a spring meeting in conjunction with the Academic Symposium, and the conference.

b. Committee Chair Responsibilities:

Corr stressed the importance of having continuity on the committees and urged Board members to reach out to the membership to ascertain interest in the committees. A brief discussion about who would like to chair which committee ensued. Perez reminded all Board members that minutes are required for use during the audit, but can be as simple as an agenda with action items.

c. Board Meeting Schedule:

Corr noted that the traditional date and time for monthly conference calls has been the second Wednesday of the month at 1600 hours Eastern. It was determined that this schedule would continue to work well for Board members. Additionally, dates for the mid-winter board meeting were discussed with the anticipated dates being January 18 to 21, with the conference co-chairs coming in a day earlier. McEllhiney will contact the hotel and determine if these dates are available. It is anticipated that the Academic Symposium and associated in-person board meeting will be in April 2018, possibly in Chicago.

d. Staff Roles and Responsibilities:

Perez discussed that a staff member will sit on each committee during the calls and will offer guidance as needed on NACOLE priorities.

e. Elections – Secretary and Treasurer:

Williams and Frasier provided an overview of the duties, roles, and responsibilities of the Secretary and Treasurer position. Williams emphasized the need for someone to learn the role of secretary, particularly the membership portion, as she is entering her last year on the board. Frasier moved, seconded by Hutson, to nominate Williams as Secretary and Finnell as Treasurer. Motion passed.

f. Conflict of Interest Policy:

Perez briefly discussed the Conflict of Interest policy and indicated she would send a copy for everyone’s review and signature once back at home.

g. Travel Policy:

Perez briefly discussed the Travel policy and how reimbursements work for Board members. She indicated she would send the Travel policy around when the Conflict of Interest Policy was forwarded.

h. Q and A’s:

No additional questions were asked during this time.

**Adjournment:**

Meeting adjourned at 0815 hours PDT.

The next Board meeting will be held on Wednesday, October 11, 2017 at 1600 hours Eastern via conference call.

Respectfully Submitted,

Karen U. Williams

Secretary